



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Name of activity, section, event, and location	District Camp Catering/Marquee	Date of risk assessment	2 May 2023	Name of person who undertook this risk assessment	Celia Comber (working with others)
		Date of next review	24 May 2023 (or with significant change to environment)		

Hazard identified? Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Lone working – People on their own - risk of a medical or other incident occurring they cannot deal with adequately	Leaders and helpers	Very unlikely unless during set up or take down. Person alone will have mobile phone and will not undertake any risky activity whilst alone	
Accommodation / Venue – Unsuitable terrain, steep descents, size, access etc	All present	Kitchen and Marque to be located on level area and sufficient space to be provided for catering and serving.	
Protrusions, slips, trips, falls, collisions – injuries to people moving around	All present	Marquee to have carpet style flooring which will need checking for potential trip hazards Cooking area (open ground, floor etc) will be checked for holes, foliage, tree roots, nettles, rocks, that could cause unnecessary injuries. For holes consider marking / filling in as appropriate.. Ensure any spillages are cordoned off and cleared up immediately	

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<p>Manual Handling – back injuries, strains, cuts, bruises etc</p>	<p>All present</p>	<p>Items to be moved by two people if required eg BBQs etc</p> <p>Trolleys/trailers to be used to move heavy items.</p> <p>Heavy items not to be stored above head height, and items on shelving to be stored safely so that it does not fall.</p>	
<p>Facilities – health and hygiene issues, injuries etc</p>	<p>All present</p>	<p>Check that water is fresh and stored in suitable containers and is drinkable.</p> <p>Washing up area to be provided centrally to ensure all eating kit is washed and dried appropriately.</p>	
<p>Storage Area - injuries to people collecting and returning kit / equipment, theft etc</p>	<p>All present</p>	<p>Spare gas to be stored in lockable open topped metal trailer (like a gas cage)</p> <p>No young people under scout age allowed in kitchen area</p>	
<p>Equipment eg Tables, chairs, other equipment – injuries to people setting up, moving, using or collapsing furniture or equipment. Contamination, infections, allergies, deterioration etc.</p>	<p>All present</p>	<p>All tables/chairs etc to be checked on set up and any repairs made if needed.</p> <p>Preparation and serving tables to be checked to ensure legs are correctly engaged.</p> <p>Kitchen preparation surfaces to be of wipeable nature</p> <p>Consider covering / protecting surfaces to prevent damage caused by heat sources, cutting tools, food / ingredient spillage etc.</p> <p>Tables and benches in marquee to be checked at regular intervals to ensure they are all set up correctly and cleaned after each meal and after use for crafts etc.</p>	
<p>Cooking equipment – injuries to people during the cooking event.</p>	<p>All taking part</p>	<p>Ensure all cooking equipment is fit for purpose – no loose handles etc</p> <p>Make sure all surfaces and cooking devices ie stoves etc are level and unlikely to fall over or spill things.</p>	
<p>Electrical equipment – electrocution, burns, fires etc</p>	<p>All present</p>	<p>Electrical equipment to be checked for damage and all cabling etc to be of suitable outdoor quality and kept away from possible water ingress. Safety trips to be installed.</p>	
<p>Fires, hot surfaces, hot water – burns, scalds, evacuation</p>	<p>All present</p>	<p>Burners and BBQs to be located so that they can be safely used.</p> <p>Hot water urns to be in separate tent/area. Hot water to be transported in suitable containers.</p> <p>Hot pans to be drained in designated area in a safe manner eg pasta into large sieves/water container on the floor or at a low level to avoid scalds.</p>	

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		<p>All hot items to be carried/moved appropriately with suitable hot cloths and ensure that shoes are worn rather than sandals.</p> <p>Hot water urns/pump pots to be marked with warning stickers in public areas.</p> <p>Use wind shields / wind breaks as appropriate to stop people touching, flames being extinguished or to improve the efficiency of the heat source</p> <p>Serving chafers to be placed back from the edge of the table and participants warned not to touch hot areas.</p> <p>Ensure any hot items eg pots, pans, lids etc are handled safely using oven gloves, hot cloths, tea towels, tongs, or appropriate lifting devices.</p> <p>Ensure young people are helped to carry hot items such as hot drinks/meals etc</p>	
Fuels / Chemicals – injuries from misuse of fuels, cleaning materials, allergic reactions, etc.	All present	<p>Cleaning chemicals to be kept in a separate area away from food preparation areas.</p> <p>Chafer fuel (and other chemicals/fuels) to be stored in marked boxes and spares kept out of the serving area)</p>	
Gas equipment – explosions, carbon monoxide poisoning etc	All present	<p>Gas hoses and connections to be checked for leaks.</p> <p>Kitchen to be kept well ventilated.</p> <p>Carbon monoxide sensor to be located in kitchen</p>	
Materials / Rubbish – cuts, allergic reactions, contamination, stains etc.	All present	<p>Rubbish is collected in suitable bins with separate food, liquid, re-cycling, and general waste. All waste bins emptied regularly and disposed of in container that is secured against animals</p>	
Clothing / Personal Kit - fit for purpose.	All present	<p>Aprons to be worn in preparation cooking and serving areas.</p> <p>Long hair to be tied back.</p>	
Erecting Equipment – injuries to people during erection and use of camping structures		<p>Erection of Gazebos and Bbqs etc to be supervised by an experienced adult to minimise potential injuries such as trapped fingers etc</p>	
Menu / Food Storage – health and hygiene issues etc	All present	<p>All food should be suitably stored in containers and in accordance with appropriate environmental practice ie kept covered, chilled, frozen etc especially when being transported.</p> <p>Refrigerated trailer to be hired for storage of refrigerated foods</p> <p>Tow-a-van trailers to be used to store non perishable foodstuffs in a secure, clean</p>	

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		<p>and dry environment and to protect from wildlife or vermin.</p> <p>Hot water for general washing up to be supervised by adult leaders to ensure that water is hot enough to be hygienic but not too hot to use safely</p>	
<p>Cooking Area – injuries during the activity.</p>	<p>All taking part</p>	<p>Ensure that the cooking area and set up/layout, is appropriate and eg surfaces, spacing, kit used etc.</p> <p>Cordon off any areas that need to be for safety reasons and to make inaccessible to others and the public.</p> <p>Ensure that cooking device(s) – ie stoves, ovens etc are positioned to create a clear and safe working area for food preparation and cooking.</p> <p>The number of people in a catering / kitchen area should be kept to the minimum required.</p> <p>Organise areas to minimise risks eg make drinks in a different area to cooking food and preparing food.</p> <p>Ensure appropriate tools and cutting surfaces are used to reduce damage to other surfaces and injuries to people.</p> <p>All cutlery, sharp objects eg knives etc should be safely stored in suitable containers, when not being used.</p> <p>Where heat sources are used:</p> <ul style="list-style-type: none"> • Use in a defined area to restrict access. • Keep flammable material away. • Position handles so they are not directly heated. • Keep heat sources away from flammable materials especially tent walls. • Do not heat inappropriate items such as stones that may splinter when heated, spray cans, chemicals, food containers that should be pierced before being heated etc. <p>Turn off the heat source when not being used.</p>	
<p>Food preparation, cooking, and hot food – burns, cuts, scalds, food poisoning, allergies</p>	<p>All present</p>	<p>Ensure good food hygiene practices are in place such as hand washing, washing up, separation of cooked and raw food and utensils used, catering gloves, coloured preparation boards etc to avoid cross contamination.</p> <p>Cooking surfaces (kitchen, tables etc) should be kept clean and tidy to reduce cross</p>	

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		<p>contamination.</p> <p>Ensure surfaces are cleaned at appropriate intervals during and at the end of the activity.</p> <p>Out of date food should not be used.</p> <p>Ensure food is properly cooked by use of temperature probes.</p>	
Personal Hygiene and Well Being – rashes, odours, illness, constipation etc	All present	If anyone in the catering team has any contagious illness or is sick or has an upset stomach then exclude them from the kitchen and preparation of food.	
Behaviour Leadership – Inexperience / Lack of competence, over energetic people leading to loss of control and causing an injury or damage to kit.	All present	<p>Ensure all catering team are briefed and understand the safe operation of the kitchen</p> <p>At least one person will have a valid Food Preparation Certificate and the catering team will be staffed with a number of experienced people.</p>	
Fire Alarm / Equipment / Doors / Emergencies / Incidents / Exit Points / Access Routes	All present	<p>Ensure that Kitchen and Marquee has suitably marked exit routes.</p> <p>Keep exit routes free of obstructions and trip hazards</p>	
Weather - rain before and during the activity, hot weather causing heat exhaustion or sun stroke, darkness.	All present	<p>Monitor the weather nearer the event and review processes/menu to suit. I.e. Providing more hot/cold drinks. Adding sides/windbreaks to gazebos to protect against wind and water.</p>	
First Aid / Injuries that need treatment	All present	<p>Provide a first aid kit with burns medication..</p> <p>Use catering plasters rather than standard plasters.</p>	
Accessibility / Inclusiveness / Health Issues	All present	<p>Ensure allergy or other health issues have been taken account of eg check health forms for people with allergies, provide ingredients list for allergens wherever possible and minimise the potential contact with possible allergens (For example, not using ingredients that contain peanuts etc) or use alternatives. For example, gluten free flour, no eggs etc.</p> <p>Store food for special diets separately and give clear instructions to leaders about accessing this food.</p> <p>Ensure that marquee and serving areas are accessible to all.</p>	